



FEMA

Fact Sheet

HSPD-12 Requirements for Federal Employees

All Federal employees in a Public Trust position have to meet HSPD-12 requirements.

- All new staff must have a current background investigation at FEMA or another Federal agency where they may have worked previously.
 - o Personnel Security requires the employee's full name, DOB, and full SSN in order to perform a check of the Office of Personnel Management system.
 - o Prior investigation must be current, available, and to the correct level.
 - o There can not be a break in federal service longer than a two year period.
 - o Reciprocity must be used whenever possible.
- If no prior investigation available, the applicant requires an FBI fingerprint check conducted by FEMA Personnel Security, or approved location, and determination of the appropriate type of background investigation.

Type of Background Investigation Required for Public Trust level positions

- **Low Risk** – Short term, less than 180 days requires a favorably adjudicated FBI fingerprint check by the FEMA Personnel Security Branch.

- **Moderate Risk** – For period of work with FEMA for longer than 180 days requires a NACI and Credit or higher level of investigation (DAE/CORE only), MBI for PFT's. Employee may begin work after a favorable FBI fingerprint check.
- **High Risk** – For work with FEMA for any period of time in the following list of positions requires a BI or higher level of investigation.

List of Common High Risk Positions

Accountable Property Officer
Accountant
Accounting Officer
Attorney
Branch Chief
Budget Analyst
Budget Officer
Certifying Technician/Officer
Computer Specialist/Officer
Contracting Officer
Contracting Specialist
Contracting Officer Technical Representative (COTR)

List of Common High Risk Positions

DISC Manager
Finance/Admin Branch Chief
Financial Management Specialist





Funds Control Technician
Information Technology (IT) Specialist
Logistics Management Specialist
Logistics Specialist
Logistics/IT Branch Chief
Manager, Chief Financial Officer (CFO) Field
Support Teams
Network Technician/Specialist
Section Chief
Security Specialist (Physical, Personnel)
Senior Computer Specialist
Supervisory Logistics Management Specialist

- Questions may be directed to the Personnel Security Branch Customer Service Office at 202-646-3790
- Tinell K. Pratt, Acting Branch Chief
202-646-3927
- Kenneth Garner, Deputy Chief Security Officer, 202-646-2035

FEMA leads and supports the nation in a risk-based, comprehensive emergency management system of preparedness, protection, response, recovery, and mitigation, to reduce the loss of life and property and protect the nation from all hazards including natural disasters, acts of terrorism, and other man-made disasters.

